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African Regional Centre for Solar Energy
Extraordinary Meeting of the Council

Addis Ababa, Ethiopia
10 - 12 January 1983

REPORT ON REPLIES TO THE QUESTIONNAIRE ON THE SELECTION OF THE HEADQUARTERS OF THE AFRICAN REGIONAL CENTRE FOR SOLAR ENERGY FROM MEMBER STATES WILLING TO HOST THE CENTRE

I. INTRODUCTION

1. At its inaugural meeting held at Addis Ababa from 12 to 14 May 1982, the Council of the African Regional Centre for Solar Energy requested the secretariat of the Economic Commission for Africa to publish a report containing the information communicated by member States willing to host the Centre: such information should include the services, facilities and advantages that those States were willing to offer the Centre.

2. The report would be submitted to the extraordinary meeting of the Council scheduled to be held from 10 to 12 January 1983 at Addis Ababa which would decide by consensus on the headquarters of the Centre.

3. This report has therefore been prepared by the ECA secretariat in pursuance of the request made by the Council of the Centre and on the basis of replies to the questionnaires and additional questions on the facilities that those member States willing to host the Centre were prepared to offer the Centre.

II. LIST ESTABLISHED ON 16 JUNE 1982 OF STATES MEMBERS OF THE COUNCIL OF ARCSE WILLING TO HOST THE CENTRE

4. The final report of the inaugural meeting of the ARCSE Council stipulated that the countries that were willing to host the Centre should apply before the deadline no more applications would be accepted.

5. As of 16 June 1982 the following countries had expressed their willingness to host the Centre:

The Republic of Burundi
The Republic of Djibouti
The Libyan Arab Jamahiriya
The Republic of the Ivory Coast
The Republic of the Niger
The Republic of Uganda
The Democratic Republic of the Sudan

6. Since 16 June 1982, the following States members of the Council of the African Regional Centre for Solar Energy which had expressed the desire to host the headquarters of ARCSE have withdrawn their candidature.

The Republic of the Niger	(7 October 1982)
The Republic of Uganda	(18 October 1982)
The Republic of the Ivory Coast	(15 November 1982)

7. When this document was prepared, the following States members of the ARCSE Council were still interested in hosting the headquarters of the Centre_

The Republic of Burundi
The Republic of Djibouti
The Libyan Arab Jamahiriya
The Democratic Republic of the Sudan

III. REPLIES OF THE STATES MEMBERS OF THE ARCSE COUNCIL WILLING TO HOST THE CENTRE TO THE QUESTIONNAIRES

8. Consequently, this report contains information communicated by the four above-mentioned States. It comprises two parts:

(a) The replies of States to the questionnaires on the selection of the headquarters of the secretariat of the African Regional Centre for Solar Energy (see annex 1);

(b) Replies of States to the additional questionnaire which was the subject of the ECA Executive Secretary's letter ECO/310/2/1 of 16 June 1982 (see annex 2).

Questions	Burundi	Djibouti	Libya (A.J.)	Sudan
A. The following countries replied to the questionnaire	Yes	Yes	Yes	Yes
B. The Government accepts or not the immunities and concessions normally provided for regional organizations (operating or not under the United Nations auspices)				The Government of Sudan is ready to provide all facilities necessary for the proper & efficient functioning of the secretariat
B.1 Immunity of assets, property and funds from search, requisition, confiscation, expropriation and any other form of seizure, except in the case of real estate that may be requisitioned in the public interest with due financial compensation	Yes	Yes	Yes	The Government of Sudan accepts to provide for the ARCSE secretariat the immunities & concessions usually provided for regional organizations, such as; Arab Bank for Economic Development in Africa, African Islamic Centre Arab Organization for Agricultural Development..etc.
B.2 Exemption from taxes, duties and imports of any kind whether existing or to be imposed or issued in the future	Yes	Yes	Yes	See the Sudan's reply in paragraph B.1 of this document
B.3 Freedom of assets from all restriction, regulations, controls and moratoria of any nature	Yes	Yes	Yes	See the Sudan's reply in paragraph B.1 of this document

Questions	Burundi	Djibouti	Libya (A.J.)	Sudan
C. The immunities and concessions provided for international staff (who are non-nationals of the host country) are stated hereunder, and could be extended to the personnel of the secretariat of ARCSE.				
C.1 Immunity from legal restrictions, allien registration requirements and national service obligations	Yes	Yes	Yes	The Government of Sudan will also provide the international staff of the ARCSE Secretariat the immunities & consessions normally provided for the staff of any regional organization
C.2 Exemption of the incomes and allowances paid to its staff by the secretariat who are non-nationalsxfrom income taxes, duties and imports of any kind whether existing or to be imposed or issued in the future	Yes	Yes	Yes	See the Sudan's reply in paragraph C.1 of this document
C.3 Granting of foreign exchange facilities to the staff of the secretariat who are non-nationals, on the same basis as for the staff of international organizations	Yes	Yes	Yes	Seethe Sudan's reply in paragraph C.1 of this document

Questions	Burundi	Djibouti	Libya (A.J.)	Sudan
D. Communications facilities				
D.1 The efficiency of the secretariat will be very strongly influenced by the adequacy of telecommunications and postal facilities, particularly:				
(a) between the host country and other African countries, and	(a) Communication are easy because of the earth station	(a) Has automatic telecommunications links with Ethiopia and radio links with Somalia; postal services with Ethiopia, Kenya, Egypt and Tunisia	(a) modern telex, telephone (direct dialing) and fast postal services exist between Jamahiriya and most of the African countries	- postal facilities are satisfactorily available to all African countries & the rest of the world
(b) between the host country and the rest of the world	(b) Idem (a)	(b) has automatic telecommunications links with France and, through France, with the rest of the world; has radio links with Democratic Yemen and the Yemen Arab Republic, Saudi Arabia, Switzerland the Federal Republic of Germany, the United Kingdom,	(b) Jamahiriya is directly linked by telephone (direct dialing), telex and extra fast postal services with all the big cities of almost all the advanced countries of the world	- telex facilities are available for connections with most countries. An international telex exchange system will facilitate connections with all countries, either directly or through transit

Questions	Burundi	Djibouti	Libya (A.J.)	Sudan
		Greece, Japan, India, Pakistan, France and, through France, the rest of the world		
D.2 What preferential treatment would your country offer to the secretariat as regards local and external communications?				
(a) Rapid installation	Yes	Yes	Yes	See the Sudan's reply in paragraph D.1 of this document
(b) Installation at nominal charge				
(c) Service at preferential charges				
E. Air transport facilities				
Please provide a description of the existing air transport facilities:				Air transportation facilities exist between Sudan and:
a) between your country and other countries of the African region, and	a) Cameroon Airlines, Ethiopian Airlines, Air Zaire	a) 7 flights for Harguessa, 2 flights for Addis Ababa, 4 flights for Dire-Dawa, 1 flight for Nairobi, 2 flights for Cairo,	a) Jamahiriya is connected with various African countries through a number of national and International Airlines	a) most of the North African countries

Questions	Burundi	Djibouti	Libya (A.J.)	Sudan
		1 flight for Tananarive, 1 flight for Dar-es Salaam		
b) between your country and the rest of the world	b) Sabena, Air France KLM and Aeroflot	b) 4 flights for Paris, 1 flight for 1 flight for Rome, 1 flight for 4 flights for Djeddah 1 flight for Sanaa 2 flights for Aden 1 flight for the Reunion 1 flight for the Seychelles	b) a number of daily flights are available for almost all important cities of European and Asian countries both by national and International airlines	b) a number of east & west African countries c) The main European cities (London, Paris, Rome, Frankfurt, Athens)
F. Physical infrastructure				
Office accomodation:				
In addition to B and C above, the host country normally is asked to provide specific services and to propose a substantial contribution to the physical infrastructure:				
a) Appropriate office premises	Yes	Yes	Yes	no answer

Questions	Burundi	Djibouti	Libya (A.J.)	Sudan
b) Adequate land for building	Yes	Yes	Yes	Yes In addition the document of Sudan includes a descriptions under a), b), c) initiate infrastructure (see next page)

Question	Additional offers of Sudan to the question F. b
F. Infrastructure (cont'd.) b) Adequate land for building (cont'd.)	A/ Research pertaining to applications of solar energy started in the Sudan in the late 1950s. These were individual research activities carried out in the faculty of Science of the University of Khartoum. These efforts were given a further impulse by the establishment of the Institute of Solar Energy and Related Environmental Research in the National Council for Research. This institute coordinated the solar energy research activities and subjected them to a unified plan and worked in close collaboration with the University. In 1976 the scope of activities of the Institute was widened to cover research on Biomass, wind & small hydropower. The Institute was renamed as the "Energy Research Institute". During this period the Institute has executed a number of research projects in the field of utilization of solar energy. The Institute had programmes of cooperation with the CNRS of France and the Technical University of Denmark. Now the Institute is envolved in the execution of the UNDP global project of testing small scale solar pumping system. The Institute is embarking new ambitions programme of cooperation with Federal Republic of Germany, USA & The Netherlands. The three programme are coordinated and aim at strengthening the scientific and technical infrastructure and testing, demonstration, implementation and dissimination of a number of renewable energy technologies appropriate for rural areas. The three projects are estimated to a total of 16 million US dollars. The Institute is provided with land of about 120 hectars at Soba, 20 Km South of Khartoum. The Site is located near a high way road with easy transportation from Khartoum and provided with electricity and telephone. The Institute building will be constructed at this site. A sum of 2.5 million DM and 400 thousand Sudanese pounds are alloted for this purpose and it is planned to accomplish the construction in two years time. The staff of the Institute (13 full time researchers and 14 partimers) work in close collaboration with the staff of the University and Ministry of Energy & Mining. The University provides the necessary facilities in the field of training and the staff of the Institute help in teaching in the University.

Additional offers of Sudan to the question F. b

Special courses on solar energy applications are introduced at relevant levels in different departments of the University.

B/ With all these facilities developed the Government of Sudan, as a host country, will provide the ARCSE with adequate land for building the Centre. Besides additional land is available for building a rest house for the Centre.

C/ Some of the lecture rooms and training facilities of the University of Khartoum will also be at the disposal of the centre, especially during the summer vacations.

Questions	Burundi			Djibouti			Libya (A.J.)			Sudan		
G. Educational facilities												
What facilities are available in your country for education at :	Eng.	Fr.	Ar.	Eng.	Fr.	Ar.	Eng.	Fr.	Ar.	Ang.	Fr.	Ar.
a) Preparatory level		x	x		x		x	x	x	x	x	x
b) Primary level		x	x		x	x	x	x	x	x	x	x
c) Secondary level		x		x	x	x	x	x	x	x		x
d) University level		x					x		x	x		x
H. Other facilities and services												
Indicate the extent of availability of the following facilities:												
a) Hotels	Two international class hotels, four medium class hotels			One international 200 bed-room Sheraton hotel			A number of most modern Five Star hotels with enough rooms to accommodate visitors throughout the year are easily available			4-five star hotels, 5-four star hotels, 8-three star hotels & a large number of 3rd class hotels. Khartoum successfully hosted, the Arab & African summit conferences of different nature.		

Questions	Burundi	Djibouti	Libya (A.J.)	Sudan
b) Libraries	University Library	Yes	A number oflibraries with uptodate journals, magazines and books on various subjects are easily available	There are a number of libraries in Khartoum. The largest of these are: University of Khartoum's library & the National Documentation centre of the National Council for Research. Besides, these specialized libraries are found in different faculties and other educational & research institutions.
c) Hospitals	Three hospitals and one clinic under construction	Yes	Free medical treatment in a number of hospitals and dozens of poly-clinics equipped with modern instrumentations and highly qualified physicians and surgeons are available round the clock	10 government hospitals, a large number of public and private clinics and health centres are available in Khartoum. Besides, a University hospital is situated at Soba, 3 km from the site of the Institute
d) Private medical services	One pharmaceuticals factory, five pharmacies	Yes	Private clinics are also available	-

	Questions	Burundi	Djibouti	Libya (A.J.)	Sudan
e)	Printing facilities	INABU/PANTI	Yes	Both in English and Arabic are available	Printing facilities available are of two types: a number of public institutions have their own printing facilities and a number of private printing facilities and a number of private printing centres
f)	Maintenance and repair facilities for offices equipment	Private and public	Yes	A number of good workshops are available	Maintenance and repair facilities for offices equipment are adequately available
g)	Any other facilities which you consider would be useful to the secretariat	No reply	No reply	No reply	No reply
I.	Description of your eventual supplementary contribution in the establishment of the centre	To be determined after the contributions and grants to be paid by each member State have been announced		The SPLAJ can also provide a number of trained and semi-skilled manpower with some of the needed equipment for the ARCSE. We have solar energy centre in Tripoli that can cooperate with ARCSE in different aspects: some projects in the desert - Kufra projects, Sebhah projects, Wadi Ali, Alhamaba Ahamba, there are three big cities in the desert Sebhah, Ghudamis, Kufra.	Besides the land for building the centre Sudan can provide: 1. Training facilities of the ERI & the University of Khartoum 2. Workshop facilities of the ERI and 3. All other available facilities and services that are necessary for the proper and efficient functioning of the centre.

Question	Burundi	Djibouti	Libya (A.J.)	Sudan
J. What is the main interest of your government in the programme of work of the centre	The capital Bujumbura already hosts a regional organization for energy, EGL, whose activities would be improved. It comprises Zaire, Rwanda and Burundi	The Republic of Djibouti has few natural resources, however, the country's climate provide an excellent source of solar energy. We would therefore like to make full use of the advantages of this source of energy	To expose the local young engineers and technicians to the advances being made in the field of Solar Energy in order to enable them to initiate some projects in the southern part of Jamahiriya where very good potentials for exploiting solar energy exist Main interest for - forestation - agricultural projects - transportation - water distillation - petro industries - chemie-industries - industry in general	The Sudan Government looks forward for very fruitful work of the centre in the following areas: a) The centre can play a very effective role in promoting and initiating intergovernmental cooperation in the field of Solar energy applications research, This will help countries of similar environmental and economic conditions to coordinate their efforts, thus sparing much of their scarce resources b) The centre can help effectively in the field of training personnel for national centres. c) Establishment of a data bank in solar energy and facilities that ensure perfect flow of information to member States will be one of the achievements of high priority

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Question	Additional proposals made by Burundi
Question B:	In addition to the material benefits that Burundi could offer ARCSE it also offers an ideal setting for the attainment of all the Centre's objectives. First of all the political environment offers certain advantages. ARCSE would be fully supported by the authorities because the first national congress of the UPRONA Party, the supreme policy making institution of the country adopted as far back as 1979 a resolution on energy policies aimed at ensuring that new and renewable sources of energy could play a significant role in improving living conditions in the rural areas. The technical environment would make Bujumbura the ideal place for hosting the African Regional Centre for Solar Energy: a university research centre, CRUEA, has been established and is already carrying out experiments on biomass conversion (biogas, gas generation) and on solar refrigeration. Bujumbura also hosts the energy section of the Great Lakes Economic Community. The Centre could therefore benefit from their experience. Moreover the reliability of existing installations - radio navigation beaconing stations for Bujumbura international airport, solar water heaters, solar grain driers and so on - has attracted growing interest on the part of the authorities and academic circles in new and renewable sources of energy. Finally Burundi is an ideal place for testing solar energy equipment because it is located in the middle of Africa and has micro climatic zones ranging from semi-arid and temperate to tropical. Generally the principle of decentralizing African regional institutions should take priority over any other consideration because it would bring about a better balance and better chances of developing Africa as a whole. With respect to the current situation central and Eastern Africa does not have a research centre on solar energy and Burundi's application to host ARCSE would fill that vacuum.

b) REPLIES OF STATES TO THE ADDITIONAL QUESTIONNAIRE (ECO/310/2/1) of 16 June 1982 attached as annex II

The ECA secretariat received two replies to the questionnaire from Burundi and the Libyan Arab Jamahiriya

Questions	Burundi	Libyan Arab Jamahiriya
A. Is your Government prepared to make available to the Centre, temporarily and free of charge, all the infrastructure and facilities required for it to start functioning: office space, office equipment, telephones, telex, water and electricity, other related kequipment and access facilities?	The Government of the Republic of Burundi has already made provision for office space to host ARCSE in a four-story building about to be completed in Bujumbura, the capital. The roof was designed in such a way as to permit the installation of solar energy powered measuring devices and equipment.	The Socialist People's Libyan Arab Jamahiriya agrees to all the points mentioned in note verbale ECO/310/2/1 of 16 June 1982
B. Is your Government prepared to provide the Centre with a grant of about $US 5 to 6 million to facilitate the launching of the programme of activities and the operation of the Centre, including the construction of the Centre, as well as to make free land available for the construction of the Centre?	Should the States members of the Centre pay in their contributions the Government of Burundi would be prepared to make free land available for the construction of the Centre. However, the Government of the Republic of Burundi could not provide alone the grant of $US 5 to 6 million.	The Socialist People's Libyan Arab Jamahiriya agrees to all the points mentioned in note verbal ECO/310/2/1 of 16 June 1982.

Questions	Burundi	Libyan Arab Jamahiriya
Is your Government prepared to provide the Centre with a special annual budget or any allocation to cober the wages and social security benefits of staff from your country recruited locally to work at the Centre?	The Government of the Republic of Burundi is prepared to make provision for a special annual budget to cover the salaries and allowances of staff other than engineers and scientists recruited locally	The Socialist People's Arab Jamahiriya agrees to all the points mentioned in note verbal ECO/310/2/1 of 16 June 1982
Is your Government prepared to provide, free of charge, adequate lodging for the Executive Director, his Deputy, Chief Technical Advisor and Directors of the seven Specialized Units of the Centre?	The Government of the Republic of Burundi could provide lodging for the Executive Director and his Deputy. The Chief Technical Adviser and Directors of the seven specialized Units could be housed if they paid the prevailing rents.	The Socialist People's Arab Jamahiriya agrees to all the points mentioned in note verbale ECO/310/2/1 of 16 June 1982.

IV. ANALYSIS OF THE REPLIES TO THE QUESTIONNAIRES

9. A review and analysis of the data provided by the four member States which have applied to host the headquarters of the African Regional Centre for Solar Energy indicate that:

(a) Only one country, the Libyan Arab Jamahiriya, replied positively to both the basic questionnaire (letter ECO/310/2/1 of 16 June 1982; see annex II). The Libyan Arab Jamahiriya appears therefore to offer all the facilities and guarantees required to host the African Regional Centre for Solar Energy. However, it has not taken into account the possibility of achieving all the objectives of the Centre nor did it consider the technical, scientific, industrial and cultural environment and support which are absolutely essential for the smooth running and success of the Centre.

(b) A second country, Burundi, replied affirmatively to the basic questionnaire (annex I) and partially to three questions of the additional questionnaire (annex II).

(c) The other two candidates, Djibouti and the Sudan, did not answer the additional questionnaire (annex II).

10. From the foregoing brief analysis it could be concluded that the African Regional Centre for Solar Energy would stand a far greater chance of attaining all its assigned objectives if, on the one hand, the natural climatic conditions were conducive to the balanced utilization of solar energy, wind energy and biomass derived energy and any other type of new and renewable sources of energy which could be useful for the the development of Africa's energy and, on the other hand, if an adequate and appropriate scientific, technical, industrial and cultural infrastructure were available which was accessible to all; and if there was a means of manufacturing usable prototypes which could be easily distributed among all the Centre's member States.

11. However, it is up to the States members of the ARCSE Council to make a final decision as to the location of the headquarters of the Centre.

QUESTIONNAIRE
FOR THE SELECTION OF HEADQUARTERS OF THE SECRETARIAT OF THE AFRICAN REGIONAL CENTRE FOR SOLAR ENERGY

A. CANDIDATURE

The duly constituted authorities of the African Regional Centre for Solar Energy (ARCSE) will, at the Inaugural Meeting of the Council consider the subject of the location of the secretariat. To facilitate the process, this questionnaire is being circulated to elicit marks of interest from those member States which are willing to serve as host to the secretariat of ARCSE, and to provide the secretariat with adequate facilities.

B. IMMUNITIES AND CONCESSIONS FOR THE ARCSE SECRETARIAT

Please specify whether your Government accepts or not the immunities and concessions normally provided for regional organizations (operating or not under the United Nations auspices) as follows:

(1) Immunity of assets, property and funds from search, requisition, confiscation, expropriation and any other form of seizure, except in the case of real estate that may be requisitioned in the public interest with due financial compensation.

YES ☐ NO ☐

(2) Exemption from taxes, duties and imports of any kind whether existing or to be imposed or issued in the future

YES ☐ NO ☐

(3) Freedom of assets from all restriction, regulations, controls and moratoria of any nature.

YES /___/ NO /___/

C. IMMUNITIES AND CONCESSIONS FOR STAFF OF THE SECRETARIAT

The immunities and concessions provided for international staff (who are non-nationals of the host country) are stated hereunder, and could be extended to the personnel of the secretariat of ARCSE. Please mark whether you accept them or not:

(1) Immunity from legal restrictions, allien registration requirements and national service obligations.

YES /___/ NO /___/

(2) Exemption of the incomes and allowances paid to its staff by the secretariat who are non-nationals from income taxes, duties and imports of any kind whether existing or to be imposed or issued in the future.

YES /___/ NO /___/

(3) Granting of foreign exchange facilities to the staff of the secretariat who are non-nationals, on the same basis as for the staff of international organizations.

YES /___/ NO /___/

D. COMMUNICATIONS FACILITIES

(1) The efficiency of the secretariat will be very strongly influenced by the adequacy of telecommunications and postal facilities, particularly (a) between the host country and other African countries, and (b) between the host country and the rest of the world.

It is requested therefore that a brief description be provided of these facilities and services.

(a)

(b)

(2) What preferential treatment would your country offer to the secretariat as regards local and external communications ?

(a) Rapid installation ☐

(b) Installation at nominal charge ☐

(c) Service at preferential charges ☐

E. AIR TRANSPORT FACILITIES

Please provide a description of the existing air transport facilities:
(a) between your country and other countries of the African region, and
(b) between your country and the rest of the world.

(a)

(b)

F. PHYSICAL INFRASTRUCTURE

Office Accommodation

In addition to B and C above, the host country normally is asked to provide specific services and to propose a substantial contribution to the physical infrastructure. Please indicate which of these your country would make available:

(a) Appropriate office premises YES ☐ NO ☐

(b) Adequate land for building YES ☐ NO ☐

(c) Both YES ☐ NO ☐

G. EDUCATIONAL FACILITIES

What facilities are available in your country for education at:

	ENGLISH	FRENCH	ARABIC
Preparatory level	☐	☐	☐
Primary level	☐	☐	☐
Secondary level	☐	☐	☐
University level	☐	☐	☐

E. OTHER FACILITIES AND SERVICES

Indicate the extent of availability of the following facilities

(a) Hotels
(b) Libraries
(c) Hospitals
(d) Private medical services
(e) Printing facilities
(f) Maintenance and repair facilities for offices equipment
(g) Any other facilities which you consider would be useful to the secretariat

I. DESCRIPTION OF YOUR EVENTUAL SUPPLEMENTARY CONTRIBUTION IN THE ESTABLISHMENT OF THE CENTRE

J. WHAT IS THE MAIN INTEREST OF YOUR GOVERNMENT IN THE PROGRAMME OF WORK OF CENTRE?

Name of country: _____

Signature and title of Government Official: _____

Dear Sir,

I have the honour to inform you that, after processing the information received on 16 June 1982 by the secretariat of the Commission, in accordance with the decisions of the inaugural meeting of the African Regional Centre for Solar Energy held at Addis Ababa from 12 to 14 May 1982, I am officially acknowledging your Government's application to host the headquarters of the Centre.

The Council of the Centre requested the ECA secretariat to prepare a study on the applications received and evaluate them in order to make a final choice as to the location of the Centre. In that connexion, I would appreciate it very much if you could send in, by 31 October 1982, your Government's replies to the following four questions :

(a) In your Government prepared to make available to the Centre, temporarily and free of charge, all the infrastructure and facilities required for it to start functioning: office space, office equipment, telephone, telex, water and electricity, other related equipment and access facilities ?

(b) Is your Government prepared to provide the Centre with a grant of about US$ 5 to 6 million to facilitate the launching of the programme of activities and the operations of the Centre, including the construction of the Centre, as well as to make free land available for the construction of the Centre ?

(c) Is your Government prepared to provide the Centre with a special annual budget or any allocation to cover the wages and social security benefits of staff from your country recruited locally to work at the Centre ?

(d) Is your Government prepared to provide, free of charge, adequate lodging for the Executive Director, his Deputy, Chief Technical Adviser and Directors of the seven specialized units of the Centre ?

Your Government's answers to these questions, which are covered in the draft headquarters agreement, a copy of which is attached, will greatly facilitate the secretariat's task in evaluating the various applications made to host the Centre.

Accept, Sir, the assurances of my highest consideration.

Adebayo Adedeji
Executive Secretary